



Safety Simply Stated

Volume 1, Issue 3

March 2004

City of Long Beach



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Message from the City Safety Officer— Accidents as Learning Experiences

When we hear the term “accident” we usually associate the term with injury or property damage. However an accident is an opportunity to improve our current safety practices and look at how we can do our work more efficiently, safer, and lower our accident rate.

In February, the City had an unfortunate forklift accident at one of our facilities. In this article, I will take you through the accident and use Systematic Causal Analysis Technique (SCAT) to show how a proper investigation should be completed. Names and departments have been changed or omitted to protect those involved. Some facts may have been changed to show the proper usage of the SCAT chart.

Here’s the scenario:

Department A has some pallets that it must load onto a tractor-trailer. Like most departments, they are understaffed but still need to get the work done. Department A calls Department B and requests assistance to move some boxes.

There is no mention that moving these boxes may require the use of a forklift. Department B supplies four individuals to assist Department A. A non-supervisory employee is sent to the site by Department A to oversee the operation. The non-supervisory employee would not have any idea regarding City forklift policy and OSHA law on the use of forklifts. The four individuals from Department B arrive and the person from Department A asks if anyone knows how to drive a forklift. One enthusiastic individual raises their hand and says “yes.”

The four (4) employees begin to load pallets onto the tractor-trailer, with three (3) individuals working in the tractor-trailer and the driver picking up pallets. On his way to pick up another pallet, the driver turns the forklift sharply and the forklift rolls over pinning him beneath it. The other three (3) individuals from Department B and two (2) other employees inside the warehouse

hear cries for help and run over and lift the forklift



just enough so the driver can wiggle his way out. Paramedics are called and the forklift driver is transported to the hospital by the paramedics.

Using the SCAT chart we first must characterize the **Type of Event**, which in this case is **Caught Between or Under**.

Following the chart, we must now identify the **Immediate/Direct Causes**. This category is broken into two (2) subcategories: **Substandard Acts** and **Substandard Conditions**. **Substandard Acts** are actions committed by individuals.

Continued on Page 7.....

Hazard Communication Training By: Jerry Wolfe, Department Safety Officer

For the past few months, Hazard Communication training sessions have been offered for City employees. Chemicals pose a wide range of health hazards (such as irritation, sensitization, and carcinogenicity) and physical hazards (such as flammability, corrosion, and reactivity). OSHA's Hazard Communication Standard (HCS) is designed to ensure that information about these hazards and associated protective measures is disseminated to workers and employers. This is accomplished by requiring chemical manufacturers and importers to evaluate the hazards of the chemicals they produce or import, and to provide information about them through labels on shipped containers and more detailed information sheets called

material safety data sheets (MSDSs). All employers with hazardous chemicals in their workplaces must prepare and implement a written hazard communication program, and must ensure that all containers are labeled, employees are provided access to MSDSs, and an effective training program is conducted for all potentially exposed

"The HCS provides workers the right-to-know the hazards and identities of the chemicals they are exposed to in the workplace."

employees. The HCS provides workers the right-to-know the hazards and identities of the chemicals they are exposed to in the workplace. When workers have this information, they can effectively participate in their employers' protective programs and take steps to protect themselves. In addition, the standard gives employers the information they need to design and implement an effective protective program for employees potentially ex-

posed to hazardous chemicals. The standard requires a list of hazardous chemicals in the workplace as part of the written hazard communication program. The list will eventually serve as an inventory of everything for which an MSDS must be maintained. All workplaces where employees are exposed to hazardous chemicals must have a written plan which describes how the standard will be implemented. The City Manager has approved the City-Wide written Hazard Communication Program. Containers of hazardous chemicals must be labeled, tagged, or marked with the identity of the material and appropriate hazard warnings. Chemical manufacturers and importers are required to obtain or develop a material safety data sheet for each hazardous chemical they produce or import. Distributors are responsible for ensuring that their customers are provided a copy of these MSDS's. The City must have an MSDS for each hazardous chemical we use.



~ 13 Safety Reminders for Every day of the year ~

1. Always follow approved safety procedures.
2. Keep your work area neat and clean.
3. Clean up or report spills immediately.
4. Use the right tool for every job.
5. Wear the required personal protective equipment (PPE) for every task.
6. Practice safe lifting techniques



7. Don't carry loads that block your vision.
8. Ask for help in lifting objects, if needed.
9. Put tools, equipment and materials away as soon as your done with them.
10. Take the time to do each job safely.
11. Be sure you know what to do in case of a fire.
12. Communicate with co-workers.
13. Exercise, eat right and get enough rest to help you avoid accidents and illnesses.

A Tidy Work Environment is a Safety Requirement

“Poor Housekeeping” is often a finding as the Safety Office conducts its annual safety inspections of our City Facilities. Title 8, section 3362 (General Requirements) mandates that work areas be kept in a clean, orderly and sanitary condition. Also, sections 3273, 3221 and 1513 address the requirement of Good Housekeeping to reduce risks of injuries to employees.



What do the words “good housekeeping” mean to you? Do you think of a clean kitchen with polished sink taps and a tidy living room with fresh vacuuming tracks in the carpet? A home maintained this way is not only more pleasant, but is also likely to be safer than a cluttered and dirty place.

Good Housekeeping on the worksite has a similar effect. Keeping the area neat and clean reduces the chances of injury, and results in a more pleasant and comfortable place to work. Nobody is suggesting you need to polished the furniture ad set out cases of freshly cut flowers, but you should keep the clutter and scrap cleaned up.

Good housekeeping at work helps prevent:

- Crowded conditions which can cause falls and other injury incidents.
- Fire involving accumulations of combustible and flammable materials.
- Illnesses spread by insects, rodents and other biological

agents.

- Electrical shock, cuts, and other injuries related to defective equipment.

You know what happens at home when you let things go for awhile. The stack of dishes on the kitchen counter takes on a life of its own. Important documents get lost in the clutter of old newspapers. A small sticky spill on the floor attracts ants. Cleaning and putting things in order takes a long time—probably more time then you would have spent cleaning up as you went along.

That’s how it goes at work, too. A quick once-over with the shop vacuum as you finish a task can save you a major job of removing dust from the rafters at a later date. Filing your work orders while you still remember what they are about goes quicker than sorting a desk piled with papers a month later.



You don’t have to do worksite housekeeping on your own—maintenance and janitorial staff also have a hand in it—but you do need to keep your work space and equipment in order.

Consider these suggestions for better housekeeping at work:

- Stack and store materials safely. Keep them out of traffic areas and away from fire exits and stairs. Secure stacked materials so they cannot fall or roll.

- Keep free access to all electrical control boxes.
- Keep trash and scrap cleaned up. Have it removed and disposed of at a regular intervals.
- Separate garbage as directed. Materials for recycling should be placed in the correct containers. Oily rags must be placed in approved covered containers. Flammables and toxic substances must be disposed of correctly to prevent injury and environment damage.
- Help keep the break room clean by wiping up spilled food and drinks and by putting leftovers and trash in the correct containers. Even if you didn’t make the mess, clean it up.
- In the washroom, wipe up spills and splashes and leave the fixtures clean and dry for the next person

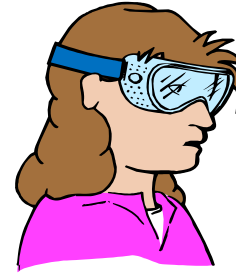
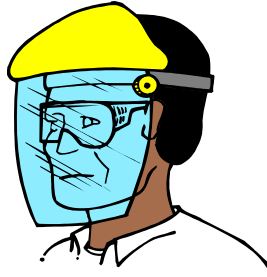
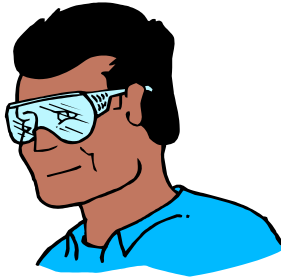
“Keeping the area neat and clean reduces the chances of injury, and results in a more pleasant and comfortable work place.”

Wouldn’t it be great if everyone went out of his/her way to keep their workplace clean, orderly and in good repair all the time? The workplace would be safer and more pleasant for everyone. Just like home.



National Safety Council Observes March as "Workplace Eye Safety Month"

By: May Jong, Training Coordinator



Choosing and Using Eye Protection - Safety Glasses & Goggles

Employees should pay particular attention to eye safety. That means no matter where we work, flying particles, dusts, fumes, vapors or harmful rays are apt to expose us to potential eye injury. Fortunately, we can protect against these hazards by using the appropriate protective eyewear for our jobs and by following the City's policy on wearing protective eyewear.

Safety Glasses

Standard safety glasses look very much like normal glasses, but are designed to protect you against flying particles. Safety glasses have lenses that are impact resistant and frames that are far stronger than regular eyeglasses. Safety glasses must meet the standards of the American National Standards Institute (ANSI 287). Safety glasses are also available in prescription form for those persons who need corrective lenses from your eye doctor. Standard safety glasses can be equipped with side shields, cups, or tinted lenses to offer additional protection.

Safety Goggles

Like standard safety glasses, goggles are impact resistant and are available in tinted lenses. Goggles provide a secure shield around the entire eye area to protect against hazards coming from many directions. Safety goggles may have regular or indirect ventilation.

Shields/Helmets

Face shields and helmets are not in themselves protective eyewear. But, they are frequently used in conjunction with eye protectors. Full-face shields are often used when you are exposed to chemicals or heat or glare hazards. Helmets are used when welding or working with molten materials. When wearing a shield for welding always remember to wear the correct shade for the type of welding being done.

If you have any questions about what you can do to protect your eye sight, please contact your supervisor or contact the City Safety Officer. *Your sight is a precious commodity... save your sight and use protective eyewear!*

Safety Shoes By: May Jong, Training Coordinator

Employees in the City's Safety Footwear Program may select safety footwear from our current safety shoe vendor, Industrial Shoe Company. Each month, the shoe-mobile will be at specific department, and employees may walk up to the truck to select a pair of safety shoes. Prior to obtaining any safety footwear, employees must complete the Safety Footwear Requisition form and obtain approval from their supervisor. No safety shoes will be issued



without this form. Forms may be obtained from your department or through the Reprographics Office, form # SF-312.

For safety shoe repairs, employees may go to Spring Shoe Repair, 5517 E. Spring Street, Long Beach, phone number 421-9115. Employees may also go directly to the Industrial Shoe/Red Wings Shoe

Store, located at 313 W. Anaheim Street, Wilmington, California (corner of Anaheim Street & Fries) to purchase safety shoes. They carry both Industrial Shoe brands and Red Wings. Their phone number is (310) 549-6469. Business hours are Monday through Friday from 8:00 am – 5:00 pm and Saturday from 9:00 am – 4:00 pm.

The Safety Shoemobile schedule for the remainder of the year is listed below:

City of Long Beach 2004 Industrial Shoe Company Shoemobile Schedule

	<u>Time</u>	<u>Location</u>
MARCH		
Thurs. March 4 th	7 – 11 AM	Refuse
Wed. March 17 th	7 – 11 AM	Public Works (Street Maintenance)
APRIL		
Thurs. April 15 th	7 – 11 AM	Parks, Rec. & Marine
MAY		
Thurs. May 6 th	7 – 11 AM	L.B. Energy
Tues. May 25 th	7 – 11 AM	Refuse
JUNE		
Thurs. June 17 th	7 – 11 AM	Public Works (Street Maintenance)
JULY		
Tues. July 13 th	7 – 11 AM	Parks, Rec. & Marine
Tues. July 20 th	7:30-9:30 AM	Harbor Dept.
AUGUST		
Thurs. Aug. 5 th	7 – 11 AM	L.B. Energy
Tues. Aug. 31 st	7 – 11 AM	Refuse
OCTOBER		
Wed. Oct. 13 th	7 – 11 AM	Public Works (Street Maintenance)
NOVEMBER		
Wed. Nov. 3 rd	7 – 11 AM	Refuse
Tues. Nov. 23 rd	7 – 11 AM	Parks, Rec. & Marine
DECEMBER		
Thurs. Dec. 16 th	7 – 11 AM	L.B. Energy

Long Beach Energy.....2400 E. Spring St.
 Refuse Dept/Fleet Services.....2929 E. Willow St.
 Parks, Rec. & Marine.....2760 Studebaker Rd.
 Public Works-St Maintenance.....1601 San Francisco Ave.
 (Air Conditioning Shop)



**If you need any additional Shoemobile dates, please contact the City Safety Office.

March 2004

Citywide Employee Safety Training Calendar (scheduled as of February 23, 2004)



Date (s)	Course	Time (s)	Location
March 1 (Tentative)	Aerial Lift	7:30 am – 4:30 pm OR 7:30 am – 11:30 am	PW San Francisco Yard, 1601 San Francisco Avenue, Training Room NOTE: This training will be either an initial or refresher depending on how many people sign up & what type of training
March 1	Hearing Test (On-going) AM/PM 	7:30 am – 11:30 am	LB Airport Maintenance Yard, 3150 St. Louis Avenue NOTE: For AP employees
March 2-3	Hearing Test (On-going) AM/PM 	6:00 am – 10:00 am & 11:00 am – 3:00 pm	PW San Francisco Yard, 1601 San Francisco Yard, near Training Center NOTE: For Public Service employees
March 5	Hearing Test (On-going) AM/PM 	11:30 am – 3:30 pm	LB Airport Maintenance Yard, 3150 St. Louis Avenue NOTE: For AP employees
March 8	Hearing Test (On-going) AM/PM 	7:00 am – 4:00 pm	LBE/SERRF, 120 Henry Ford Avenue NOTE: For LBE employees
March 8	Forklift (Refresher) 	12:30 pm – 4:30 pm	LBE, EDC, 2929 E. Willow Street NOTE: For LBE/Fleet employees
March 9	Life Safety (Module 5) (4 hrs) – AM Session	8:00 am – 12:00 pm	LBE/EDC, 2929 E. Willow Street, Classroom
March 9	Hearing Test (On-going) AM/PM 	7:00 am – 4:00 pm	LBE/SERRF, 120 Henry Ford Avenue NOTE: For LBE employees
March 10	Hearing Test (On-going) AM 	5:00 am – 10:00 am	LBE/ESB, 2929 E. Willow Street NOTE: For LBE employees
March 10	Weapons of Mass Destruction (Module 6)	1:00 pm – 3:30 pm	LBE/EDC, 2929 E. Willow Street, Classroom
March 10	AED/CPR (Module 1) (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm & 12:30 pm – 4:30 pm	American Red Cross, 3150 E. 29th Street, Classroom 2
March 11	Hearing Test (On-going) AM/PM 	7:00 am – 4:00 pm	LBE/SERRF, 120 Henry Ford Avenue NOTE: For LBE employees
March 11 (Tentative)	Aerial Lift	7:30 am – 11:30 am	PW San Francisco Yard, 1601 San Francisco Avenue, Training Room
March 15	Life Safety (Module 5)	12:30 pm – 4:30 pm	LBE/EDC, 2929 E. Willow Street, Classroom
March 15	Forklift (Refresher) 	7:30 am – 11:30 am	LBE, EDC, 2929 E. Willow Street NOTE: For LBE/Fleet employees
March 16 (Tentative)	Backhoe & Skip Loader Training	7:30 am – 4:30 pm	Public Works, San Francisco Yard, Training Room NOTE: For PW employees
March 16	Hearing Test (On-going) AM/PM 	7:00 am – 4:00 pm	LBE, 2400 E. Spring Street NOTE: For LBE employees
March 17 (Tentative)	Backhoe & Skip Loader Training	7:30 am – 4:30 pm	Public Works, San Francisco Yard, Training Room NOTE: For PW employees
March 22	Hearing Test (On-going) AM/PM 	7:15 am – 11:15 am & 12:30 pm – 6:30 pm	PD, West Police Substation, 1835 Santa Fe Avenue, Parking lot NOTE: For PD employees
March 23	Hazardous Communications	10:00 am – 12:00 pm	LBE/EDC, 2929 E. Willow Street, Classroom
March 23	Hearing Test (On-going) AM/PM 	4:15 pm – 8:15 pm & 10:00 pm – 2:00 am	PD, West Police Substation, 1835 Santa Fe Avenue, Parking lot NOTE: For PD employees
March 25	Hearing Test (On-going) AM/PM 	7:15 am – 11:15 am & 12:30 pm – 6:30 pm	PD, West Police Substation, 1835 Santa Fe Avenue, Parking lot NOTE: For PD employees
March 26	Hearing Test (On-going) AM/PM 	4:15 pm – 8:15 pm & 10:00 pm – 2:00 am	PD, West Police Substation, 1835 Santa Fe Avenue, Parking lot NOTE: For PD employees

- NOTE: Course dates and time are subject to change without notice.

- Please be advised that HR will request a JV charge point from departments who have employees signed up for training and they do not show up for the class.

**HAPPY
ST. PATTY'S
DAY**

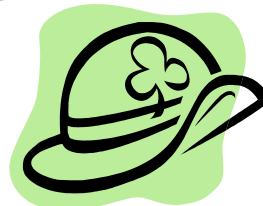


We're on the web!!

<http://wmirror.ci.long-beach.ca.us:8000/hr/employees/safety/index>

City Safety Office Staff:

Michael Alio, City Safety Officer.....(562) 570-6476
May Jong, Training Coordinator.....(562) 570-5059
Loida Garcia Clerk Typist III.....(562) 570-6552
Tristina Meche, Intern.....(562) 570-5892



Accidents as Learning Experiences continued from page 1.

The **Direct Causes** for this accident are:

- Operating Equipment Without Proper Authority
- Failure to Follow Procedure/Policy/Practice
- Failure to Identify Hazard/Risk
- Failure to Communicate
- Inadequate Instructions/Procedures

The next section of the SCAT chart re-

fers to **Root Causes**. **Root Causes** are those causes that must be corrected to ensure the accident does not recur.

For this accident the following **Root Causes** apply:

- 5.1 Lack of Experience (Driver & Site Supervisor)
- 5.3 Inadequate Initial Training (Driver)
- 6.4 Lack of Coaching (Manager & Site Supervisor)
- 7.1 Improper Performance is Tol-

erated

- 9.6 Inadequate Work Planning (Management)
- 9.10 Lack of Supervisory Job Knowledge (Site Supervisor)
- 16.4 Inadequate Communication Between Work Groups

So the next question is, how do we fix these root causes to ensure this type of accident does not happen again?? Send us your answer via email or interoffice mail. We will print that answer in our next issue!

Workplace Eye Safety Quiz

How does your knowledge of workplace eye safety rate?

Answer each statement True or False.

1. Safety glasses can be bad for your eyes.
2. Using a computer terminal won't damage your eyes.
3. Safety glasses that have scratches or pits do not need to be replaced.
4. Contact lenses provide enough safety in the work environment so you don't need safety glasses.
5. Face shields by themselves offer adequate eye protection.
6. Industrial safety glasses can be made with your own prescription.
7. All eyeglasses sold in the U.S. are required to be impact resistant.
8. The differences between glass, plastic and polycarbonate lenses are minimal.
9. Proper occupational safety eyewear is available outside the workplace.
10. Serious eye injuries usually happen only at work.



Answers to the workplace Eye Safety Quiz will be printed in next months issue.

Source: Prevent Blindness America